



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 12.12

Subject: Termination of Placement at DCS Group Homes

Supersedes: DCS 12.12, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 09/01/98

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Application

To All Department of Children's Services Director of DCS Group Homes, DCS Group Home Supervisors, Youth Development Center Superintendents and Employees, Director of Treatment, Home County Case Managers, Child and Family Team Meeting Facilitators and DCS Mental Health and Developmental Disabilities Standards Coordinator

Authority: TCA 37-5-106

Policy

Youth may be terminated from DCS group homes if they are found guilty of violations of the law, major infractions of rules, policy, or of repeated minor incidents of inappropriate behavior.

Procedures

A. Disciplinary hearings

1. Program/policy infractions

When it is reported that a youth has been involved in an infraction of DCS Group Home rules and/or policy or of departmental policy, he or she must receive a disciplinary hearing and be notified of appeal rights.

2. Legal infractions

When a youth is charged with a law violation, the court hearing may suffice as a disciplinary hearing.

B. Termination process**1. Departmental/program infractions**

- a) If a youth is found guilty of a departmental or program infraction, the hearing officer or disciplinary committee may recommend to the youth's treatment team that the youth be considered for termination.
- b) The youth may appeal the disciplinary action in accordance to DCS policy [25.6, Disciplinary and Appeal Process For Youth in DCS Group Homes](#).

2. Legal infractions

In cases of law violations, if the court finds the youth guilty, the treatment team may consider the youth for termination and immediate transfer.

3. Treatment team decision

The treatment team must review the case, consider all circumstances, and make a final decision about the youth's program. In cases where the youth poses a serious threat of harm to him/herself, other youth in the program, or DCS Group Home staff, the treatment team may request immediate removal.

- 4. Decisions to terminate a youth shall be made in the context of a Child and Family Team Meeting.

5. Reclassification

If the decision is to terminate, then the Department of Children's Services treatment team must reclassify the youth and must make appropriate placement recommendations, according to the following:

- a) The recommended placement must be the least restrictive environment available to meet the youth's needs.
- b) The youth may be considered for placement in another DCS group home, other alternative program, or a youth development center.
- c) Adjudicated unruly youth may not be placed in youth development centers.

- d) Mentally retarded offenders may not be placed in youth development centers without the approval of a Special Services staffing team and the Commissioner of the Department of Children's Services or designee.

6. Documentation

The DCS treatment team leader must document the reclassification in a *Staffing summary* (form CS-0230) and must include the reasons for termination and justification for the recommended placement and continued treatment.

7. Parental notification

The program supervisor or treatment team leader must notify the youth's parents if not present for the CFTM of the termination or transfer and/or must arrange transportation of the youth to the new placement.

8. Property and case file

The youth's personal property and case file, including medical and educational records, must accompany the youth to the receiving facility or must be forwarded within twenty-four (24) hours.

Forms

CS-0230 Staffing Summary

Collateral Documents

None

Standards

ACA 3-JCRF-5B-10

DCS Practice Model Standard 5-303B

DCS Practice Model Standard 5-304B

DCS Practice Model Standard 6-502A

DCS Practice Model Standard 6-508B

DCS Practice Model Standard 6-513C

DCS Practice Model Standard- 8-306

Standards (continued)

DCS Practice Model Standard- 10-200

DCS Practice Model Standard- 10-201

DCS Practice Model Standard- 10-202

DCS Practice Model Standard- 10-203

Glossary

Term	Definition
<i>Treatment team:</i>	<p>Treatment teams are a group of Youth Development Center and DCS Group Home staff assigned from the youth's developmental program areas and include the youth's parent/guardian and the youth. These individuals oversee the provisions of the youth's individual program. The treatment team also monitors and supports the progress of the youth during his/her placement. The Treatment Team will include, but not be limited to the following:</p> <p>The Youth - The youth attends his/her staffing and participates in the evaluation and planning. It shall be explained to the youth that the IPP is his or hers, not the facility's. The youth must invest in the program in order to experience success.</p> <p>Team Leader - The treatment team leader in most cases is the assigned Case Manager. This member is responsible for directing the team in developing, implementing, monitoring and amending the INDIVIDUAL PROGRAM PLAN. This member schedules and chairs staffings, receives progress reports from other members and writes the staffing report.</p> <p>Education Representative (ER) - This member is a teacher and/or an Education Specialist holding a valid Tennessee Teaching License. The ER collects and presents youth related reports from academic and vocational teachers. The ER prepares the youth's evaluation reports and monitors progress. For youths who require SPECIAL EDUCATION SERVICES, the ER will consult the special education teacher for information that is needed by the treatment team.</p> <p>Living Unit Representative - This member monitors progress of the youth in the group life environment and responds to the same</p>

in program planning (DCS Group Home Food Service Stewards only can be a voting member for youth staffings).

Home County Case Manager -The DCS case manager who is assigned primary responsibility for working with the child/youth and the family will be invited to attend staffings.

Parent/Guardian - The parent/guardian must be invited to attend the Initial Program Staffing, Quarterly Staffing and Release Staffing for the youth. However, staffings can proceed if parent/guardians do not attend. Parents/guardians are always considered important in treatment planning and they maintain certain parental rights.

Other Participants - Staff representation from the medical, mental health, vocational, recreational and legal resources will be asked to attend staffings, as the team requires.